

# Chapter 2

1. Punctuation: Full Stops    2. Transitional Phrases

3. Future Tenses

4. Simple vs Perfect

5. Block Essay

## Full Stops

**Step 1** - Full stops are everywhere in written English. We use them to express a complete thought. This means, a statement, for example:



- I **live** in Malaysia.
- I **study** English at Taylor's University.
- There **are** so many people in my class from different countries.

**Step 2** - As you can see, a sentence can be very short, or very long. Each sentence needs to have a **verb**, and needs to finish an idea. Look at the examples below. Are they sentences?

1. The biggest building in Malaysia.
2. And go home.

Number 1 is not a sentence, because there is no **verb**.

The biggest building **is** in Malaysia.

Number 2 is not a sentence, because the idea hasn't been finished.

*I am going to finishing my homework and go home.*

**Step 3** - Now, look at the paragraph below. There are no full stops, or capital letters (*remember a sentence should start with a capital letter - Chapter 1*) Decide where the full stops and capital letters should go.

.....

what do you think about when you hear the words, beach, great food, friendly people, and beautiful scenery? well, you can think of a number of countries around the world, but I would like

to tell you about malaysia there are so many things to do, see and experience in this country so, i would like to tell you more about this amazing place

malaysia is a country with so much to offer first, if you are interested in culture, there are a number of festivals which you can go to such as hair raya, deepavali, chinese new year you can also go to borneo and experience many indigenous cultural events during these events you can eat some amazing food, learn about the history of the festival and have some fantastic new experiences if you are interested in nature, malaysia is definitely the place for you there are beautiful beaches, amazing mountains and jungles, and very exciting cities so i am sure that if you visit malaysia, you will have a great time

in short, malaysia may not be as famous as thailand, singapore or indonesia, but it is a country with so much to offer i am sure that in the future, malaysia will be the most popular place to visit in asia

.....

**Step 4** - Let's look at the paragraph below in more detail. Each sentence is in a different colour

What do you think about when you hear the words, beach, great food, friendly people, and beautiful scenery? Well, you can think of a number of countries around the world, but I would like to tell you about Malaysia. There are so many things to do, see and experience in this country. So, i would like to tell you more about this amazing place.

Each sentence contains a verb and is a complete idea. Now, look at the examples below. Decide which sentences are complete sentences, and which are not. If the sentence is incorrect, make the correction.

1. Lots of large apartments building with swimming pools, gyms, and roof gardens.
2. When there is a difficult grammar test, should try to review the grammar points as much as possible.
3. Yesterday, when I was waiting for the bus with my friend Ahmed.
4. If there's a day off on monday, let's meet up with the others and head to the beach.
5. Because I didn't study for the test.
6. Alina and I are meeting on Saturday night; we are eating out and watching a film.

## Transition Phrases

**Step 1** - Transitions are phrases that connect sentences and ideas together. Words, such as *so*, *because*, *and*, *therefore*, *but*, and *also*, can make your writing much better. Look at the paragraph below, it contains no transition phrases.

“I was sitting in my living room watching TV when I heard a loud noise. It was so loud. I jumped out of my seat. I ran to the window. I looked outside. What I saw was shocking. I had never seen anything like that. I wanted to go outside. I was so scared. I just stood there. I watched. After 10 minutes, I took a deep breath. I walked to the door. I put my hand on the handle. I turned it. As the door opened, I knew my life would never be the same again.”

The sentences are complete, they have a verb, a subject (I, it, you), and express a complete idea. However, when you read it, it sounds like a young child has written it, because there are lots of short sentences. Using transition phrases can help sentences to become longer and will make your writing proficiency improve.

**Step 2** - Let's look at a few common transition phrases.

**and** - we use this to connect information.

1. While I was studying **and** listening to music, my friend talked.
2. I really like football, rugby **and** UFC, but I really hate tennis.
3. I have been to Thailand **and** Egypt.
4. There is a cafe **and** a very nice restaurant on campus that you can go to.

**so** - we use this to explain a reason, or result.

1. He didn't exercise, *and* he ate unhealthy food, **so** he has put on weight.
2. It's raining heavily outside, **so** we are going to stay in *and* watch a film.
3. I came to Malaysia to learn English, **so** I have to study hard every day.
4. I was walking to class when I realised I had forgotten my phone, **so** I had to go back and get it.

**because** - we use this to explain a reason.

1. He didn't come to class, **because** he was sick.
2. The teacher was so angry, **because** none of the students had finished their essays.
3. I came to Malaysia, **because** I wanted to have a new experience and learn a language.
4. The number of students cheating is increasing, **because** access to the internet is becoming easier.

The phrases above are also known as conjunctions (for, and, nor, because, or, yet, so), and you will learn more about this a little later.

**Step 3** - Let's practice with some of the phrases above. Decide if the sentence needs *and*, *because* or, *so*. The first one has been done for you.

1. Next Friday is a public holiday, **so** I think I'll take a trip to Malacca.
2. I didn't do my homework, \_\_\_\_\_ I was sick all weekend.
3. She was playing on her phone \_\_\_\_\_ talking to her friend, while the teacher taught.
4. Last night it rained so much, \_\_\_\_\_ I decided to stay home and use the internet.
5. Many students are choosing to study English, \_\_\_\_\_ it will help them get a job.
6. Some people agree that studying abroad is a good, \_\_\_\_\_ they will be able to get new opportunities.
7. I was talking to my friend on the phone, when I heard a loud crash \_\_\_\_\_ some one screaming.
8. Writing can be a difficult skill to learn, \_\_\_\_\_ you should try to write as much as you can.

Now you understand *so*, *and*, *because*, let's look at a few more examples of conjunctions.

**or** - we use this to give an option.

1. We don't have class tomorrow, so we can study **or** go to the mall. What do you think?
2. As people are earning more money, they can study in their home country, **or** go abroad.
3. Would you like to travel to America **or** Spain?
4. These days, students prefer to bring either a tablet **or** laptop to the classroom.

The next examples are used in more formal writing, so we may not use them that often.

**for** - this is very similar to because.

1. I can't wait **for** Sunday, for it is my birthday.
2. Many students have not received their passports, **for** the company processing them is slow

**nor** - we use this to talk about two negatives.

1. I do not like playing sports, **nor** do I like watching them.
2. The student refused to take the test, **nor** would he finish his essay.

**yet** - this is very similar to but.

1. I really want to ask her out on a date, **yet** I am too scared to ask her.
2. She is really scared of flying, **yet** she is determined to go to London this year.

**Step 4** - Go back to **step 1**. Look at it and decide which transition to use. In the next essay, you will look at writing a full block essay. This is the basic essay style and the first essay style you will learn.

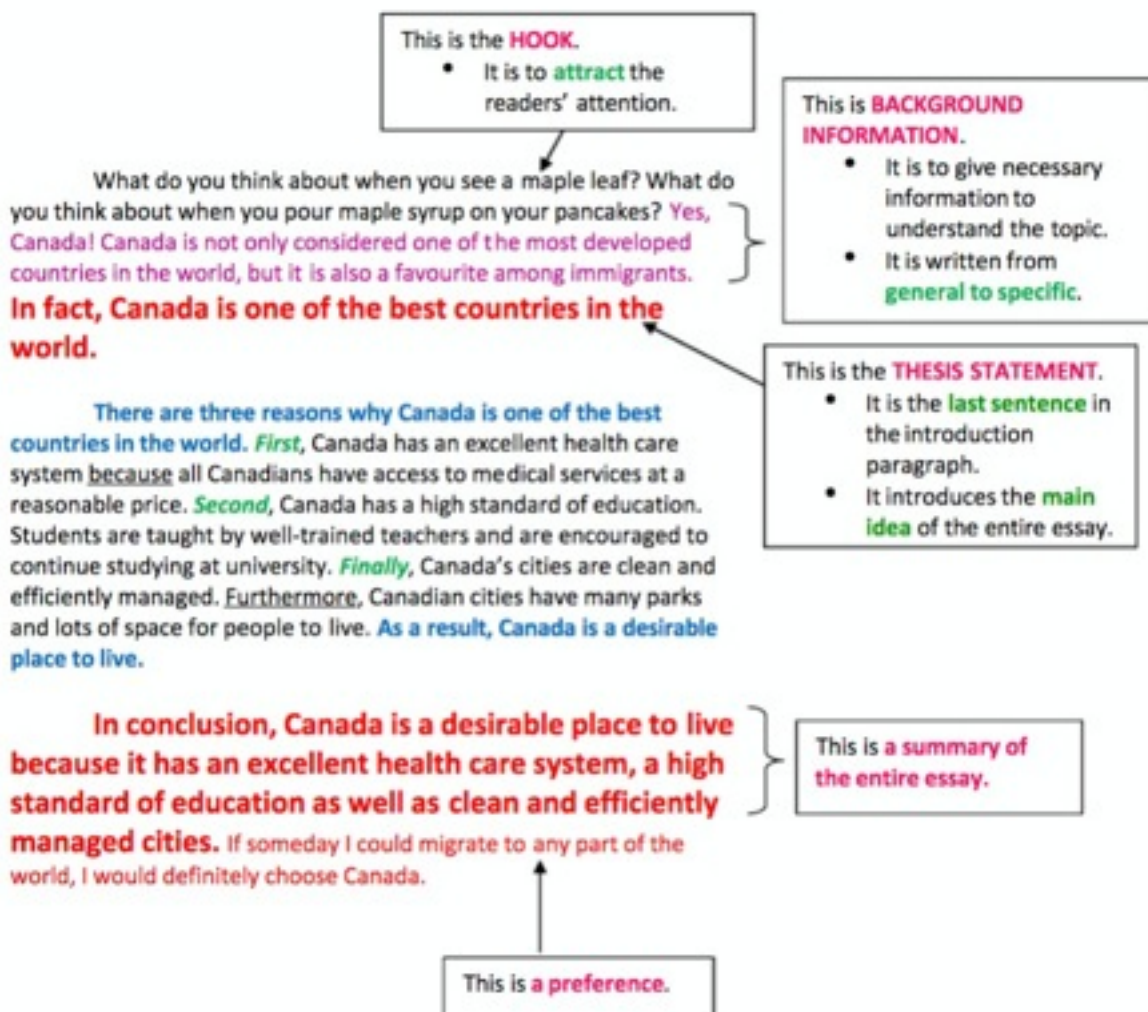
## Block Essay

The block essay is the first kind of essay that you usually write. You may have written one already. It usually contains three parts: the introduction, the main body, the conclusion. This simple essay forms the base of every essay that you will write; whether it is 100 words or 15,000.



The essay plan below is for a simple block essay.

### THE SHORT ESSAY (Block Style)

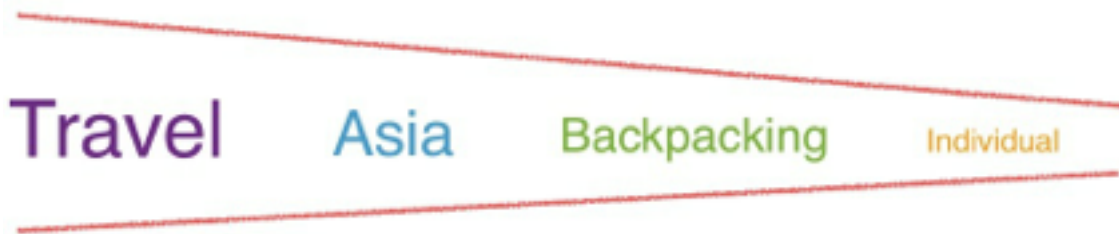


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The essay above is a great way to start essay writing. The introduction is clear and explains the theme of the essay. The main body paragraph gives three supporting ideas. Then, the conclusion finishes the essay. If you can understand this basic structure and use it, it will make writing much easier for you.

**Step 1** - The structure is above. You can copy, or change any area of that essay and use it for your own writing. However, before you start writing, you need to think of a topic. This can sometimes be the most difficult part of writing. There are two ‘idea creating’ methods that you can use.

1. Make a list
2. Brainstorm



**Step 2** - Now, you might have some good ideas, but it might be a very big idea. We need to take one idea and make it more specific. Look at the example below.

The main theme is travel. However, this is a very big topic with so many ideas. If you want to be a good writer you will need to make your ideas more specific. The essay above will be about **backpacking alone in Asia**. Check out the example essay below.

For students, the chance to go traveling is a great experience even though it can be expensive. However, over the last 10 - 20 years backpacking has become incredibly popular, because it is cheap and you can do it alone. Furthermore, a popular place to go backpacking is within Asia, especially South-East Asia. This essay will talk about the benefits of backpacking alone in South-East Asia.

There are a number of reasons why backpacking alone in Asia is a good experience. First, it is not as expensive as many other countries, because food, accommodation and travel expenses are reasonable. This means that someone can travel alone and have enough money for their trip. Next, in relation to other places travelling is Asia is safe. The crime rate is much lower in Asia than other places. Finally, when someone goes backpacking alone, they can meet new people. Because a person is alone, they will make more of an effort to meet other people. In short, there are a number of benefits to backpacking alone.

In conclusion, travelling alone has a number of benefits such as cost, safety, as well as the chance to meet new people. It can also be a chance to broaden your horizons and have a life changing experience. If I had the chance to go backpacking alone, I would go to Cambodia, and Laos, because I heard they are incredible places.

## Answers

### Transition Phrases

**Step 1** - “I was sitting in my living room watching TV when I heard a loud noise. It was so loud, so I jumped out of my seat. I ran to the window and looked outside. What I saw was shocking, because I had never seen anything like that. I wanted to go outside, but I was so scared. I just stood there and watched. After 10 minutes, I took a deep breath and walked to the door. I put my hand on the handle and turned it. As the door opened, I knew my life would never be the same again.”

### **Step 3** - Transition Practice Answers

1. so - 2. because - 3. and - 4. so - 5. because - 6. because 7. and - 8. so

[http://grammar.ccc.commnet.edu/grammar/quiz\\_list.htm#marks](http://grammar.ccc.commnet.edu/grammar/quiz_list.htm#marks)